



20
July 2023

2° informative webinar - Erasmus Study mobility a.a. 2023/24

by Erasmus Office - EO

UPDATED 18_07_2023

Diapositiva 1

1

emanuela.locatelli@unimib.it; 28/01/2022

Webinar's agenda

Session I - Documents and steps prior to departure

1. Mobility period;
2. Erasmus Study funds a.a.2023/2024;
3. Mobility grant agreement;
4. Grant payment;
5. Top-up grants

Session II – Safety during mobility

6. UniMiB Safety protocol for international mobility;
7. Insurance cover and health policy;
8. Documents and visas

Session III – Steps during the mobility

9. Arrival certificate
10. Upload of first Learning Agreement
11. Amendments to the Learning Agreement
12. Period extension/Anticipated end of mobility
13. Suspension of mobility – DOs and DONTs



Session I- Documents and steps prior to departure

1. Mobility period

EU general rule: a single Erasmus mobility can last between 2 and 12 months

- ❖ **Bilateral agreements between UniMiB and each Partner University state the duration of students' mobility**, as specified in the list of destinations issued yearly at the time of the Erasmus call: <https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/selezioni-erasmus-studio>. There may be agreements for 2/3 months, for 5/6 months or for 9/12 months, depending on the duration of academic terms at the Host Institution: terms' duration may vary from Country to Country and is often different from UniMiB semesters.
- ❖ **Students can choose the semester of departure: first semester, second semester** (full year if covered by the specific bilateral agreement), **but the actual duration in months/days will depend on the organization of the Host Institution**, as explained above.
- ❖ **Students can end their mobility in advance if they have passed all the exams scheduled in their Learning agreement** (e.g.: the exam session ends on 30 June 2024, but if you have finished your specific examinations on 15 June, you can close your mobility)
- ❖ **Viceversa, students can ask for an extension period** if necessary to finish their exams (slide 12.1)

1. Erasmus funding a.a. 2023/24

- On 18th July 2023 the Board of Administration of the University of Milano-Bicocca (priorly authorized by the Senate and the Students' Board) has deliberated the funding and the relevant criteria for the allocation of Erasmus grants 2023/24.
- The global funding for Erasmus study 2023/24 grants will be **€. 2.556.150,00**
- **A 5 months' grant will be awarded to students who have chosen a mobility of one semester**
- **A 9 months' grant will be awarded to students who have chosen a mobility of one year**
- ***The scholarship can be paid only for periods spent abroad. Any remote learning period carried out from Italy or from any location other than the Host University will NOT be covered by any scholarship***

1. Erasmus funding a.a. 2023/24 in detail

- **The Erasmus study grant 2023/24 will include 2 parts + 2 bonuses:**
 1. EU grant – fixed monthly amount depending on the host country's cost of living;
 2. Bicocca top-up grant - proportional to the student's economic situation («ISEE» 2022);
 3. Health bonus meant for supplementary health insurance cover;
 4. “Green bonus” as a contribution for sustainable travel (environment-conscious, climate-conscious travel)

Grants are paid automatically to students who follow the Erasmus call procedures and deadlines; **no request /form/application is needed**

2.2. Erasmus EU grant a.a. 2023/24

1. EU grant is a fixed monthly amount depending on the host country's cost of living as shown in the following table:

Group	Countries	Monthly amount/30 days
1 High cost of living	Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden	€. 350,00
2 "Medium" cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Holland, Portugal, Spain	€. 300,00
3 Low cost of living	Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Czech Republic, Former Yugoslav Republic of Macedonia, Romania, Slovakia, Slovenia, Hungary	€. 250,00

2.3. UniMiB top-up grant a.a. 2023/24

2. UniMiB top-up grant is proportional to the student's economic situation («ISEE»):

ISEE (student's economic situation) 2022	Monthly top-up
Up to € 13.000,00	€ 500,00
Up to € 21.000,00	€ 450,00
Up to € 26.000,00	€ 400,00
Up to € 30.000,00	€ 350,00
Up to € 40.000,00	€ 300,00
Up to € 50.000,00	€ 250,00
Up to € 70.000,00	€ 100,00
above € 70.000,00 or not declared	– (zero)

2.4. Health bonus

3. “Health bonus”

An additional amount of € 240, irrespective of host country and ISEE, will be granted to all students as a one-time contribution to the purchase of a supplementary health insurance to cover medical costs that are not (fully) covered by the basic Health Insurance (see slide 7.4).

- **The receipt of the insurance policy shall be uploaded to the following form:**
<https://forms.gle/U7pmhEeyvxKyW5fx9>

within the deadline below:

- before 30 September 2023 for the first semester and full year mobilities;
- before 30 January 2024 for the second semester mobilities

- The Health bonus shall be returned if not used to stipulate a health insurance
- The bonus can either be spent on a new health insurance policy or meant as a (partial or full) refund in case of an existing insurance (e.g. a family policy signed by your parents including you as a beneficiary)

2.5 “Green bonus”

4. The European Union will recognize a “**Green bonus**” as a contribution to sustainable travel

In order to be eligible for the Green bonus, students must travel to and from their Erasmus destination by:

- ✓ **bus**
- ✓ **train;**
- ✓ **shared rental car.**

To obtain the bonus, students must:

- ✓ **keep their registered travel documents** (tickets or receipt of payment bearing the student’s name; shared rental car contract bearing the student’s name, payment details and specification of other travellers, if any).
Travel documents shall be uploaded upon return from the mobility
- ✓ **Use the same vehicle** for both outward and return journeys;
- ✓ **Use only the means of transport above specified.**

3.1 Mobility Agreement

As per the deliberation of UniMiB Board of Administration, on the basis of the departure dates declared by students, the **Erasmus Office - EO** will issue the “**Erasmus mobility grant agreements**” that will be signed by the students and UniMiB.

The mobility grant agreement is a contract between UniMiB and the student that regulates:

- Purpose of the mobility and financial benefits;
- Entry into force and duration of the agreement;
- Funding and payment terms;
- Details of the insurances offered by Unimib;
- Cases of refund of the grant

Along with the mobility grant agreement, students will sign the "**Declaration of Responsibility**" to confirm that they have received and understood all the information provided in the agreement, the informative webinars and the Erasmus call.

3.2 Mobility grant agreement

MEMO - email sent by Erasmus Office on 10th July 2023

Students will declare their mobility start date before 21 July by filling in the form :

<https://docs.google.com/forms/d/e/1FAIpQLSdPvNelZYXVqy0KpevRnaOsjPmTzY3JNRZhkigtfyrs9RHyig/viewform>

The Erasmus start date is fixed by the host university and can be:

- the day on which you are expressly asked to go to the Erasmus Office for registration;
- the first day of lessons, laboratory, internship;
- the welcome day or the first day of the welcome week;
- the first day of the preparatory language course organised by the host university.

The Erasmus start date is NOT:

- The date on which you leave Italy or arrive in the host country;
- The day on which your rental contract begins.



If you reach your destination a few days before the start of your Erasmus period to settle in, remember that this period is NOT covered by any grant and should not be declared as start date.

3.3 Mobility grant agreement

Mobility grant agreements will be issued by the Erasmus Office by 4 August 2023.

Mobility agreements specify the financial coverage for each student, within the funds deliberated by the Board of Administration, based on departure declarations as follows:

- **5 months' grant** for students who have declared a **one-semester mobility** (for example, if you declare the start of your mobility on 15 September, you will find in the agreement: start of Erasmus: 15/09/2023 - end of Erasmus 14/02/2024);
- **9 months' grant** for students who have declared a **full year mobility** (for example, if you declare the start of your mobility on 20 September, you will find in the agreement: start of Erasmus: 20/09/2023 - end of Erasmus 19/06/2024);

PAY ATTENTION!

- Students who wish to extend their mobility period - with or without financial support - must apply for an extension (slide 12.1).
- Students wishing to reduce the mobility period can do so, provided they have passed all the examinations, just following the mobility closure procedure (slide 12.2).

3.4 Mobility agreement - signature process

1. **EO** sends the Mobility Agreement to the students on their @campus email with all the instructions;
1. **Students** read the instructions carefully, sign the Mobility Agreement, scan it in pdf/a format and forward it from their @campus email to the automatic account accordo.mobilita@unimib.it
(please note: this account is not managed by EO staff: it only receives documents, all other messages will be deleted);
1. **UniMiB's inbound documents registration system, linked with the account accordo.mobilita@unimib.it** automatically accepts only the mobility agreements sent by students in the correct format. Incorrect agreements are sent an error message;
1. **Correct agreements will be forwarded to EO** for verification and signature.
1. **UniMiB's registration system** automatically sends back the signed Agreement to the student's @campus e-mail in PAdES p7m format;

3.5 Mobility Agreement - deadlines

	<i>EO issues the agreement</i>	<i>The student signs the agreement</i>	<i>UniMiB countersigns the agreement</i>
First semester and full year mobility	By 04/08/2023	By 11/09/2023	By 29/09/2023
Second semester mobility	By 15/01/2024	By 29/01/2024	By 14/02/2024

4.1. Grant payment schedule

Grants will be paid according to the following schedule:

<i>Advance payment</i>	When
<ul style="list-style-type: none">• Erasmus grant: 4 months for one-semester mobilities, 8 months for full year mobilities;• UniMib top-up: 4 months for one-semester mobilities, 8 months for full year mobilities;• Health bonus: € 240 (lump sum)	<p>By 30 August 2023</p> <p>(Students who have declared the date of departure after 21 July or have requested changes to the dates already declared will receive the advance in October 2023)</p>

<i>Balance of payment</i>	When
<ul style="list-style-type: none">• Erasmus grant: 1 month if due;• UniMiB top-up: 1 month if due;• Green bonus: € 50 if due	<p>After the return and closure of mobility (from March 2024 onwards)</p>

Pay attention:

- ✓ *Full months are all considered to be 30 days, so you will receive the monthly payment as per slide 2.2 and 2.3*
- ✓ *Remaining days, on the other hand, are paid daily by dividing the monthly payment by 30 and multiplying it by the days due.*

Example of correct health insurance receipt

AON

Aon Student Insurance - Insurance policy

Insurance policy No.
Insured name **NOME E COGNOME**
Date of Birth **data di nascita**
Nationality Italy
Home country Italy
Start date insurance
End date insurance **INIZIO VALIDITA' (= inizio mobilità)**
FINE VALIDITA' (= fine mobilità)
Country of destination **PAESE DI DESTINAZIONE**
Group scheme University of Milano-Bicocca
Address of residence

YES

Insurance Coverage		Premium & Payment	
Insurance package	ICS Start+	Insurance premium	Eur 126,16 (For the entire insured period)
Policy terms & conditions	no. 1.22	Payment method	Invoice
Area of coverage	Worldwide ESTENSIONE TERRITORIALE	Emergency assistance	

Example of WRONG health insurance receipt

Bonifico Estero	
Stato	Autorizzato
Rapporto:	
Ordinante	
Data e ora di stampa:	
DATI DEL BENEFICIARIO	
Ragione sociale	Aon - International People Mobility
Indirizzo	
Localita	P.O. Box 17100, 3500 HG UTRECHT, Th
Paese	PAESI BASSI OLANDA
BIC	RABONL2U
IBAN-conto	NL83RABO0633007951
DATI DEL PAGAMENTO	
Importo	EUR 159,82
Causale	523155-03590977
Data/ora inserimento	30/11/2022 18:20



Example of correct Green Bonus receipt



Pagina 1 di 1

Partita IVA:05403151003

Ricevuta n.15666621 del giorno 22/04/2013-12:15

DETTAGLIO BIGLIETTO

Valido per 4 ore dalle ore 13:12 del giorno 25/04/2013				FRANCESCA CAMPIGLI		
Data partenza	Ora	Da	A	Data arrivo	Ora	Servizio
25/04/2013	13:12			25/04/2013	13:43	2° Classe
Canale: Internet B2C				Codice biglietto: 26048482		

* Importo pagato totale: 6,00 EUR

* Il corrispettivo pagato è relativo

DETTAGLIO VIAGGIO

Treno	Partenza	Arrivo
	13:12	13:43

DETTAGLIO OFFERTE

Offerta	Carrozza	Posto	Nome	Dati Aggiuntivi	Codice Fedelta'	Codice CP
ORDINARIA-ADULTO 2° CLASSE	---	---	FRANCESCA CAMPIGLI	---	109367074	---

Biglietto acquistato da:

Codice Fedelta'

Codice Azienda



4.3 University student's card (student's badge)

Grants will be paid exclusively on the University student's card. Students are responsible for activating the "prepaid card" function in order to receive payments.

Grants can be paid on a different bank account only in the following cases:

- *Students who are already receiving university grants on a different bank account*
- *Students whose badge will expire during the Erasmus period*

To activate the "prepaid card" function with Banca Popolare di Sondrio follow the instructions at the link:

<https://servizi.popso.it/cartaAteneo/>

Contact popso@unimib.it

Please DO NOT write to outgoing.erasmus@unimib

5.1 Additional economic benefits

Additional benefits can be requested by students in relation to specific conditions:

❖ ***Expense reimbursement for students with disability, learning disability or celiac disease***

Students with disability, learning disability or celiac disease can claim for reimbursement of extra expenses borne during the mobility period for: transfers, carers, wheelchair accessible accommodation, day and night assistance, medical expenses, didactic support, specific software, also incurred in during preliminary visits to the host city.

Erasmus National Agency issues a specific call every year with the available funding. Erasmus office will inform students about the application procedure and deadlines. Please note that, before applying, students shall contact the B.Inclusion office info.binclusion@unimib.it to draw up an Individualized University Project outlining the specific needs and the relevant supports.

❖ ***DSU Incentive programme scholarship (Borse Diritto allo Studio)***

Please visit the page:

<https://en.unimib.it/services/offices-and-facilities/fees-and-funding>

Contact: dsu@unimib.it

Erasmus students who benefit from a DSU scholarship can apply for additional funding for their mobility period (please refer to the above mentioned call)



Session II – Safety during mobility

6.1 UniMiB Safety protocol for international mobility

Geopolitical situation update

At present there are no directives regarding the Russian-Ukrainian situation likely to impact on 2023/24 Erasmus mobilities

All international mobility experiences must be carried out safely

To guarantee transparent and equal treatment for all participants, **EO** acts according to:

- ❖ directives from the Ministry of University and Research and the Ministry of Foreign Affairs and International Cooperation;
- ❖ directives from the EU Commission and the Erasmus+ Italy National Agency;
- ❖ directives from CRUI (Conference of Rectors of Italian Universities);
- ❖ directives from the University Governance;
- ❖ Safety Protocol for International Mobility;
- ❖ directives from destination countries and partner universities.

6.2 UniMiB Safety protocol for international mobility

<https://www.unimib.it/internazionalizzazione/sicurezza-mobilita-internazionale>

All international mobility experiences must be carried out safely

UniMiB will authorize Erasmus mobilities only towards destinations considered safe by the Ministry of Foreign Affairs and International Cooperation;

UNIMIB may ask students to return to Italy should circumstances make it advisable;

Periodic webinars will be held to monitor the situation if necessary.



6.3 UniMiB Safety protocol for international mobility

1. Get information on the safety of the destination country and the availability of hospitals / clinics/Accident and Emergency Units (E.R.)



Viaggiare Sicuri
informatevi

<http://www.viaggiaresicuri.it/>

1. Check the website of the Ministry of Foreign Affairs and International Cooperation in order to keep up to date with the Italian government's travel policy



Ministero degli Affari Esteri
e della Cooperazione Internazionale

<https://www.esteri.it/mae/it/>

1. Register on the Ministry of Foreign Affairs "DoveSiamoNelMondo" website/app, enter your contact data, travel dates and destination



informateci
Dove siamo nel Mondo

<https://www.dovesiamonelmondo.it/home.html#>

7.1 Insurance cover

UniMiB provides for **accident insurance** and **third-party liability insurance** for all students, extended to Erasmus periods.

- More information at:
<https://www.unimib.it/servizi/studenti-e-laureati/opportunita-e-facilities/assicurazioni>
- Contact assicurazioni@unimib.it

7.2 Insurance cover and health policy

The University of Milano-Bicocca
does not
provide health insurance coverage to students.

Health insurance coverage is a student's responsibility

Please check
<http://www.salute.gov.it>

"Se parto per..." is an interactive guide to get information about health care during a stay in any country in the world:

http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani



7.3 Health insurance cover

Students are responsible for their health and healthcare during the Erasmus. University of Milano-Bicocca **does not** provide for **health insurance**.

- **Students must carry their National Health Service card (T.E.A.M.) and show it at First Aid /Hospital /General Practitioner to have access to medical care.**
- **The NHS card is compulsory, but does not guarantee free medical care – students may be asked to pay for medical services and then claim for reimbursement according to the rules of the host country.**



- **It is strongly advisable to purchase a supplementary health insurance coverage to cover medical expenses that are not included in the basic Health Insurance.**

7.4 Health insurance cover

The University of Milano-Bicocca has an agreement with AON, which provides convenient conditions for the stipulation of the "AON Student Insurance" policy:

<https://en.unimib.it/services/offices-and-facilities/bicocca-campus-opportunities-and-facilities/insurance-services>
<https://www.aonstudentinsurance.com/students/it/>

Supplementary Health Insurance bonus

Unimib will grant a Health bonus of €240 for all Erasmus students 2023/2024, irrespective of the income status, to support the purchase of a supplementary health insurance policy. (see slide 2.4)

The purchase of the supplementary health insurance will not be made automatically by Bicocca, but by students, who can choose the solution that best suits their personal needs.



8.1 Documents and Visas

ID CARD OR PASSPORT?

Check the website of the Ministry of Foreign Affairs:

<http://www.viaggiasesicuri.it/approfondimenti-insights/documentidiviaggio>

Check the **validity/expiry date** of your current ID / passport
Apply for timely emission and/or renewal!

DO YOU NEED A VISA?

A visa might also be required – enquiry at Embassies / Consulates of the host country.

8.2 Travel and Accommodation

TRAVEL

- ❖ Book **refundable** (cancelable or changeable) air/rail/bus tickets;
- ❖ Choose a reliable airline / railway / bus company that offers guarantees

ACCOMODATION

- ❖ Be careful when choosing a landlord/owner!
- ❖ Refer to the guidelines of the host Universities; if possible, give priority to university residences;
- ❖ Get in touch with ESN Bicocca : <https://milano-bicocca.esn.it/> - milano_bicocca@esn.it or ESN at the host university.
- ❖ Look for flexible/refundable options.





Session III – Steps during the mobility

9. Arrival certificate

The Host University usually issues an «Arrival certificate» with the arrival date (first day of Erasmus mobility).

UNIMIB DOES NOT REQUIRE THE ARRIVAL CERTIFICATE

Hence, there is no «Arrival certificate» format

In case the Host Institution issues the certificate on their own format, students DO NOT need to send it UniMiB Erasmus Office.

Erasmus office, instead, will request the CONFIRMATION OF PERIOD/CERTIFICATE OF PERIOD at the end of the Erasmus period, stating the start and end dates (day/month/year)

10.1 Upload of first Learning Agreement

The original Learning Agreement, signed by both the UniMiB Coordinator and the Host Institution Coordinator, must be uploaded in Segreterie online as « Primo LA firmato dalla meta Erasmus+»

PAY ATTENTION! There are two pages almost identical! To upload the LA, go to the second page:

Allegati		
Titolo	Tipo	Apri
LA finale a chiusura della mobilità (completo di firme e certificato di periodo)	● obbligatorio	
Primo LA firmato dalla meta Erasmus+ (inserire una sola volta)	● obbligatorio	
TOR (verrà caricato da UMI, NON dallo studente)	● obbligatorio	
ALTRO	opzionale	

[vai al learning agreement](#)

Allegati		
Titolo	Tipo	Azioni
LA finale a chiusura della mobilità (completo di firme e certificato di periodo)	● Obbligatorio	📄
Primo LA firmato dalla meta Erasmus+ (inserire una sola volta)	● Obbligatorio	📄
TOR (verrà caricato da UMI, NON dallo studente)	● Obbligatorio	
ALTRO	Opzionale	📄

The upload has to be done within one month after the start of mobility.

The following intermediate versions (amendments) DO NOT require upload

11.1 Amendments to the Learning Agreement

A tutorial on how to submit and amend the OLA, and the OLA European format, are available at: <https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus>

Host Institutions may still be updating their course offer. Sometimes Universities establish that only a limited number of students can be admitted to some courses, subject to the adequacy of their academic transcript.

Check regularly any update on the Host Institution didactic offer and course access rules.

If, as a consequence of the above, OLA needs adjustments, students will proceed as follows:

- ✓ If the OLA has been approved by both Coordinators through EWP, amendments shall be made by submitting a new OLA in Segreteria Online;
- ✓ If the OLA has been submitted and signed on the European format, a new OLA shall be drawn up and signed by using the same format.

11.2 Amendments to the Learning Agreement (EU format)



Learning Agreement Student Mobility for Studies International Mobility

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
	The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>				
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
Receiving Institution	Name	Faculty/Department	City	Country	Administrative contact person name; email; phone

ESI= student's registration number (Numero di Matricola) Unimib

Erasmus Code Unimib= I MILANO 16

Mobility type and duration

Mobility type (select one) <ul style="list-style-type: none"> Semester(s) <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> Blended mobility with short-term physical mobility <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> 	Estimated duration (to be confirmed by the Receiving Institution) Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)/month/year] to [day (optional)/month/year]
--	---



11.4 Amendments to the Learning Agreement (EU format)

Amendments (replacements, added activities, deleted activities) must be indicated in tables A2 and B2 as follows:

Table A2: foreign exams

Table B2: UniMiB exams

Changes to the learning agreement

Mobility type: Semester(s)

Exceptional changes to Table A (to be approved by the student, the responsible person in the Sending institution and the responsible person in the Receiving Institution)						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by the student and the responsible person in the Sending Institution)							
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>

11.5 Amendments to the Learning Agreement

- Changes can be made **from 1st September within 30 days after the beginning of Erasmus** (e.g. arrival date 15th September, deadline for OLA changes 15th October);
- Exams successfully passed abroad cannot be removed from the OLA;
- Only exams that will not be taken at the host Institution, as well as failed exams, must be removed from the OLA.
- The exams included in the OLA cannot be taken at Milano-Bicocca;
- No exams/credits exceeding the study plan can be included in the OLA;
- The OLA must be updated regularly, but uploading of amendments to Segreteria online of intermediate versions is not requested.
- At the end of the Erasmus period, students have to update the final OLA if further changes have been made in the expected study programme abroad.

12.1 Request for mobility extension

- Students may want / need to extend their mobility period in order to:
 - add one or more subjects to the Learning Agreement;
 - complete their exam session.
- Should this be the case, students shall request the authorization to both Academic Coordinators by filling in the form available at the following link:
<https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/durante-mobilità>
- **The request form must specify the number of days/months of extension and, after being authorized, it must be sent by email to the Erasmus office: outgoing.erasmus@unimib.it**
- **! Extension should be requested not later than one month before the expected end of the Erasmus period and must reach the International mobility office not later than 31st May, 2023**
- **! The grant corresponding to the extension period will be paid at the end of the mobility, if funds are available**
- **! The total duration of mobility, including extension, cannot exceed 12 months (24 months for single-cycle courses)**

12.2 Early termination of mobility

Should students finish all the didactic activities and examinations scheduled in their OLA earlier than planned, they can get back to Italy and close the mobility, simply by following the ordinary closure procedure:

- ✓ **Fill in the «questionario di rientro dalla mobilità internazionale»** in Segreteria online;
- ✓ **Get the Confirmation of period** (clearly stating the mobility start and end date: dd/mm/yyyy) **from the International Mobility Office of the Host Institution.** This document is essential to receive the balance of the Erasmus grant;
- ✓ **Upload the final OLA in pdf/a format in Segreteria Online.** The final OLA must include all sections and must correspond to the actual study plan carried out abroad. Failed exams shall be removed in order to be able to take them at UniMib.

PLEASE NOTE: The «questionario di rientro dalla mobilità internazionale» is the only means by which the Erasmus office is notified the student's return. There is no automatic connection with the Host University!

13.1 DON'Ts during the Erasmus mobility

During the Erasmus stay students are **not allowed to:**

- Move to another University or to a different Bicocca course;
- Present their dissertation thesis;
- Take any action that implies the physical presence at Milano-Bicocca University (except for the exams, if authorized as above specified)

RETURN HOME IS NOT PERMITTED, WITH THE EXCEPTION OF THE FOLLOWING CASES:

- Suspension motivated by UniMiB exams (see slide 13.2);
- Host Institution temporary closure, e.g. due to season's holidays, public holidays etc.

13.2 Suspension of the Erasmus mobility

- ❖ Erasmus students are allowed to return to Italy temporarily in order to sit for a Unimib exam during their mobility period;
- ❖ Students should be aware that for each exam a standard range of 3 days will be deducted from the Erasmus period, and the grant will not be paid consequently, in compliance with the “Regulations for the Implementation of International Student Mobility of the University of Milan–Bicocca”;
- ❖ Only exams that require to sign up through “Segreterie online” can be taken;
- ❖ Students are requested to keep their travel documents (air / train ticket, boarding card) and present them on request.

Contacts

CHECK INBOX REGULARLY FOR UPDATES FROM THE INTERNATIONAL MOBILITY OFFICE AND THE HOST UNIVERSITY !

For further assistance:

- **General information**
- Bicocca University Angels-BUA:
- info.erasmus@unimib.it

- **Administrative issues**
- Ufficio Erasmus (Erasmus Office)
- outgoing.erasmus@unimib.it

- **Learning agreement and didactic support**
- Coordinatori Erasmus: (Erasmus Academic Coordinators)
<https://www.unimib.it/internazionalizzazione/organizzazione/docenti-coordinatori-alla-mobilita-internazionale>

- **Advice on accommodation and tutorship abroad**
ESN- Erasmus students network
<https://milano-bicocca.esn.it/>